



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

MEMORANDUM FOR SECRETARY OF THE NAVY

APR 22 2014

SUBJECT: Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College – Charter Re-establishment and Membership Balance Plan Approval

The charter (TAB A) and membership balance plan (TAB B) for the Board of Advisors to the Presidents of the Naval Postgraduate School and Naval War College (“the Board”) are approved. A copy of the Board’s charter will be provided to the Board and its Designated Federal Officer (DFO), once the Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter re-establishment process, this office, in consultation with the Office of the General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals appointed to the Board, once approved by the Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed to serve as RGE members.
- (b) Each member shall be notified, in writing, of the Secretary of Defense approval decision. In preparing your appointment or renewal of appointment letters, the Board’s DFO should consult the ACMO and OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:
 - i. Notice that their appointment to serve on the Board is without compensation, with the exception of reimbursement for official travel and per diem.
 - ii. A statement that they are appointed to serve as SGE or RGE members, as appropriate.
 - iii. An explanation of the difference between serving as SGE and representative members.
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

As the Board’s DoD Sponsor, you are responsible for:

- (a) Ensuring that the Board’s DFO attends all Board and subcommittee meetings for the entire duration of each and every meeting.

- (b) Ensuring that the DFO and the Board fully comply with all governing Federal statutes and regulations, DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.
- (c) Ensuring that all work done by the Board and its subcommittees is based upon written tasks or terms of reference assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - ii. Authority for the members of the Board or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - iii. A budget limitation under which the Board or its subcommittees must operate.
 - iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.
- (d) Providing adequate support to the Board and its subcommittees, and ensuring that the Board and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that all visits to DoD installations or facilities by members of the Board and its subcommittees are done in consultation with the Secretaries of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
- (f) Ensuring that all members of the Board and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Board or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office for his or her appointment.
- (g) Ensuring that all DoD and other Federal Agency documents provided to the Board or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
- (h) Monitoring the implementation status of any recommendation adopted by the DoD or the Congress, and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board's functions and reduce, where appropriate, the Board's operating costs. As the Secretary indicated, we must continually assess our advisory committees to ensure they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter amendment, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952 or by email at james.d.freeman4.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Michael L. Rhodes".

Michael L. Rhodes
Director

Attachments:
As stated

cc:
Office of the General Counsel of the Department of Defense
Special Assistant to the Secretary of Defense (White House Liaison)

A

Charter
Board of Advisors to the Presidents of the
Naval Postgraduate School and the Naval War College

1. Committee's Official Designation: The Committee shall be known as the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College ("the Board").
2. Authority: The Secretary of Defense, in accordance with the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall examine and advise on matters pertaining to the Naval Postgraduate School and the Naval War College, as set out in paragraph four below.
4. Description of Duties: The Board shall provide independent advice to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Navy and other Navy Component Heads, as determined by the Secretary of the Navy, on matters relating to the Naval Postgraduate School and the Naval War College. These matters included, but are not limited to, organizational management, curricula and methods of instructions, facilities, and other matters of interest.
5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Navy, the Chief of Naval Operations and the Presidents of the Naval Postgraduate School and the Naval War College. The Secretary of the Navy may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Office of the Secretary of the Navy and the Naval Postgraduate School and the Naval War College, shall provide support services as deemed necessary for the Board's performance, and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$250,000. The estimated annual personnel cost to the DoD is 1.0 full-time equivalent.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

The Board's DFO is required to be in attendance at all Board and subcommittee meetings for the entire duration of each and every meeting. However, in the absence of the Board's DFO, an Alternate DFO, duly appointed to the Board according to DoD policies and procedures, shall attend the entire duration of the Board or subcommittee meetings.

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Board of Advisors to the Presidents of the
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The DFO, or the Alternate DFO, shall call all of the Board's and subcommittees' meetings; prepare and approve all meeting agendas; and adjourn any meeting, when the DFO, or Alternate DFO, determines adjournment to be in the public's interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chairperson. The estimated number of Board meetings is one per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
12. Membership and Designation: The Board shall be comprised of no more than 10 members, who are eminent authorities in the fields of academia, business, national defense and security, the defense industry, and research and analysis. Not less than 50 percent of Board members shall be eminent authorities in the field of academia. Board members shall be appointed by the Secretary of Defense, with annual renewals.

The Secretary of the Navy may select and appoint the Chair of the Board from members previously approved by the Secretary of Defense to serve on the Board.

The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education, and the Commanding General, Training and Education Command, United States Marine Corps shall serve as ex-officio members of the Board. Ex-officio members shall have voting rights and count toward the Board's total membership.

Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal employees, shall be appointed as experts and consultants, under the authority of 5 U.S.C. § 3109, to serve as special government employee members. Those individuals who are full-time or permanent part-time, Federal employees will be appointed as regular government employee (RGE) members.

The Secretary of Defense may approve the appointment of Board members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service.

Regardless of the individual's approved term of service, all appointments to the Board shall be renewed on an annual basis. In addition, all Board members will be reimbursed for travel and per diem as it pertains to official business of the Board.

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Board of Advisors to the Presidents of the
Naval Postgraduate School and the Naval War College

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups deemed necessary to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Navy, as the DoD Sponsor.

The Board shall establish two permanent subcommittees:

- a. The Naval Postgraduate School Subcommittee shall be comprised of no more than 15 members and shall focus on the Naval Postgraduate School. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education Command; the Commanding General USMC Training and Education Command; the Commandant Army War College; the Chief of Naval Research; and the Commander and President of the Air University, shall serve as ex-officio members of the subcommittee with voting rights and counting towards the subcommittee's total membership. The subcommittee shall meet a minimum of two times annually.
- b. The Naval War College Subcommittee shall be comprised of no more than 10 members and shall focus on the Naval War College. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education shall serve as an ex-officio member of the subcommittee with voting rights and counting towards the subcommittee's total membership. The subcommittee shall meet a minimum of two times annually.

These subcommittees shall not work independently of the chartered Board, and shall report all of their recommendations and advice to the Board for full deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to the DoD or any Federal officers or employees.

Such subcommittee members shall be appointed in the same manner as the Board members; that is, the Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one-to-four years; however, no member shall serve more than two consecutive terms of service on the subcommittee.

Subcommittee members, if not full-time or permanent part-time government employees, shall be appointed in the same manner as the Board members. Such individuals, shall be appointed to serve as experts and consultants, under the authority of 5 U.S.C. § 3109, and

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serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis. Those individuals who are full-time or permanent part-time, Federal employees will be appointed as RGE members. With the exception of reimbursement for official travel and per diem, subcommittee members shall serve without compensation.

The Secretary of the Navy may select and appoint the Chair of both the Naval Postgraduate School Subcommittee to the Board and the Naval War College Subcommittee of the Board from subcommittee members previously approved by the Secretary of Defense to serve on the subcommittee in question.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and governing DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26, and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date:

B

Membership Balance Plan
Board of Advisors to the Presidents of the
Naval Postgraduate School and the Naval War College

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d) (Agency Authority), established the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College ("the Board").
2. Mission/Function: The Board examines and advises on matters pertaining to the Naval Postgraduate School and the Naval War College. The Board provides independent advice to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Navy and other Navy Component Heads, as determined by the Secretary of the Navy, on matters relating to the Naval Postgraduate School and the Naval War College. These matters include, but are not limited to, organizational management, curricula and methods of instructions, facilities, and other matters of interest.
3. Points of View: The Board shall be comprised of no more than 10 members. The DoD looks for individuals with extensive professional experience in the fields of academia, business, national defense and security, the defense industry, and research and analysis when selecting advisory committee members. The Department has found that viewing the complex issues facing the Naval Postgraduate School and the Naval War College, through a multidiscipline advisory committee, provides the Department and, more importantly, the American public with a broader understanding on which to base subsequent policy decisions. In addition, the Chief of Naval Personnel and the Commanding General, Training and Education Command, United States Marine Corps, shall serve as ex-officio members of the Board. Ex-officio members shall have voting rights and count toward the Board's total membership.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Full-time or permanent part-time Federal employees shall be appointed as regular government employee (RGE) members. Board member appointments shall be renewed, on an annual basis, by the Secretary of Defense or the Deputy Secretary of Defense.

The Board's membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Navy, as the Board's Sponsor. In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: N/A

Membership Balance Plan
Board of Advisors to the Presidents of the
Naval Postgraduate School and the Naval War College

5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive backgrounds in the areas of primary interest to the Board. Potential candidates are identified by the professional staff of the Office of the Secretary of the Navy, and in some instances, based upon discussions with other professionals in the Department of the Navy.

Once potential candidates are identified, the Secretary of the Navy reviews the credentials of each individual and narrows the list of candidates. During his or her review, the Secretary of the Navy strives to achieve a balance between the professional credentials of the individuals and the near-term subject matters that the Secretary of the Navy anticipates will be reviewed by the advisory committee.

After the Secretary of the Navy has narrowed the list of candidates and before formal nomination to the Secretary of Defense, the list of potential candidates undergoes a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Navy formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following the Secretary of Defense or the Deputy Secretary of Defense's approval, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Board members for one-to-four year terms of service, however, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

The Secretary of the Navy may select and appoint the Chair of the Board from members previously approved by the Secretary of Defense to serve on the Board.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups deemed necessary to support the Board.

The Board shall establish two permanent subcommittees: The Naval Postgraduate School Subcommittee and the Naval War College Subcommittee.

Membership Balance Plan
Board of Advisors to the Presidents of the
Naval Postgraduate School and the Naval War College

- a. The Naval Postgraduate School Subcommittee shall be comprised of no more than 15 members and shall focus on the Naval Postgraduate School who are eminent authorities in the fields of academia, science and technology, operations research, strategic planning, defense analysis, national security, and business. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education Command; the Commanding General USMC Training and Education Command; the Commandant Army War College; the Chief of Naval Research; and the President of the Air University, shall serve as ex-officio members of the subcommittee with voting rights and counting towards the subcommittee's total membership.
- b. The Naval War College Subcommittee shall be comprised of no more than 10 members and shall focus on the Naval War College who are eminent authorities in academia, science and technology, public policy, national security, international relations, political science and economics. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education shall serve as ex-officio member of the subcommittee with voting rights and counting towards the subcommittee's total membership.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Board appointments are made, and these individuals may come from the parent committee or new nominees, as recommended by the Secretary of the Navy and based upon the matters under consideration.

Subcommittee members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Full-time or permanent part-time Federal employees shall be appointed as RGE members.

The Secretary of the Navy may select and appoint the Chair of both the Naval Postgraduate School Subcommittee to the Board and the Naval War College Subcommittee of the Board from subcommittee members previously approved by the Secretary of Defense to serve on the subcommittee in question.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Prepared:

C

CHARTER
BOARD OF ADVISORS TO THE PRESIDENTS OF THE NAVAL POSTGRADUATE
SCHOOL AND THE NAVAL WAR COLLEGE

1. Committee's Official Designation: The Committee shall be known as the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provision of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the Board.
3. Objectives and Scope of Activities: The Board shall examine and advise on matters pertaining to the Naval Postgraduate School and the Naval War College, as set out in (4) below.
4. Description of Duties: The Board shall advise and assist the Department of the Navy, the Presidents of the Naval Postgraduate School and the Naval War College in educational and support areas by providing independent advice and recommendations on items such as, but not limited to, organizational management, curricula, and methods of instructions, facilities, and other matters of interest.
5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of the Navy, through the Chief of Naval Operations and the Presidents of the Naval Postgraduate School and the Naval War College. The Secretary of the Navy may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Office of the Secretary of the Navy and the Naval Postgraduate School and the Naval War College, shall provide support services as deemed necessary for the Board's performance, and shall ensure compliance with the requirements of the FACA and the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), and governing Federal regulations and DoD policies.

Additional information and assistance, as required and with DoD approval, may be obtained from other DoD Components with contracting authority and support contractors, including DoD Federally Funded Research and Development Centers, for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating costs, to include travel costs and meeting and contracting support, are approximately \$124,000.00. The estimated annual personnel costs to the DoD are 1.0 full-time equivalent (FTE).

8. Designated Federal Officer: The Board's Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures.

The Board's Designated Federal Officer is required to be in attendance at all Board and subcommittee meetings for the entire duration of each and every meeting. However, in the absence of the Board's Designated Federal Officer, an Alternate Designated Federal Officer, duly appointed to the Board according to DoD policies and procedures, shall attend the entire duration of the Board or subcommittee meetings.

The Designated Federal Officer, or the Alternate Designated Federal Officer, shall call all of the Board's and subcommittees' meetings; prepare and approve all meeting agendas; and adjourn any meeting, when the Designated Federal Officer or Alternate Designated Federal Officer, determines adjournment to be in the public's interest or required by governing regulations or DoD policies/procedures; and chair meetings when directed to do so by the official to whom the Board reports.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Chairperson and the Presidents of the Naval Postgraduate School and the Naval War College. The estimated number of Board meetings is one per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
12. Membership and Designation: The Board shall be comprised of no more than 10 members, who are eminent authorities in the fields of academia, business, national defense and security, the defense industry, and research and analysis. Not less than 50 percent of Board members shall be eminent authorities in the field of academia. Board members shall be appointed by the Secretary of Defense, with annual renewals.

The Board's Chairperson shall be elected by vote of the membership.

The Chief of Naval Personnel and the Commanding General, Training and Education Command, United States Marine Corps, shall serve as ex-officio members of the Board. Ex-officio members shall have voting rights and count toward the Board's total membership.

Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and to serve as special government employees.

The Secretary of Defense may approve the appointment of Board members for one to four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service.

Regardless of the individual's approved term of service, all appointments to the Board shall be renewed on an annual basis. In addition, they shall serve without compensation, except for travel and per diem for official Board-related travel.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: The Department, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task groups, or working groups deemed necessary to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the advisory committee's sponsor.

The Board shall establish two permanent subcommittees:

- a. The Naval Postgraduate School subcommittee shall be comprised of no more than 15 members and shall focus on the Naval Postgraduate School. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education Command; the Commanding General USMC Training and Education Command; the Commandant Army War College; the Chief of Naval Research; and the President of the Air University, shall serve as ex-officio members of the subcommittee (these ex-officio members have voting rights). The subcommittee shall meet a minimum of two times annually.
- b. The Naval War College subcommittee shall be comprised of no more than 10 members and shall focus on the Naval War College. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education shall serve as ex-officio member of the subcommittee (these ex-officio members have voting rights). The subcommittee shall meet a minimum of two times annually.

These subcommittees shall not work independently of the chartered Board, and shall report all of their recommendations and advice to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Board; nor can any subcommittees or any of its members update or report directly to the Department of Defense or any Federal officers or employees.

Such subcommittee members shall be appointed in the same manner as the Board members; that is, the Secretary of Defense shall appoint subcommittee members even

if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one to four years; however, no member shall serve more than two consecutive terms of service on the subcommittee.

Subcommittee members, if not full-time or permanent part-time government employees, shall be appointed in the same manner as the Board members. Such individuals, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis. With the exception of travel and per diem for official travel, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26, and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: March 31, 2012

D



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

ACTION MEMO

FOR: DIRECTOR, ADMINISTRATION AND MANAGEMENT, OFFICE OF THE
SECRETARY OF THE DEFENSE

FROM: Carla Lucchino, Department of the Navy/Assistant for Administration *CL 3/26/14*

SUBJECT: Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College Charter and Membership Balance Plan Renewal

- Request your approval to renew the charter and Membership Balance Plan (MBP) for the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College (BoA NPS/NWC) (TAB A). The BoA NPS/NWC charter and MBP expire March 31, 2014.
- The required committee information, as requested by DoDI 5105.04; E3.4.6.2.1 and General Services Administration, is at TAB B.
- The renewal reflects changes to the current BoA NPS/NWC charter and MBP as described at TAB C.
- The current charter and MBP are at TAB D.

RECOMMENDATION: DA&M approve the renewal of the BoA NPS/NWC charter and MBP (TAB A).

COORDINATION: TAB E

Attachments:

As stated

Prepared by: Kerri MacDonald, DON/AA HRD, (703) 693-0803

E

COORDINATION SHEET

Board of Advisors to the Presidents of the Naval Postgraduate School
and the Naval War College – Charter Reestablishment and Membership
Balance Plan

Advisory Committee Management Officer (ACMO)

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)

CROWLEY.ELAINE.C.1454427790
NE.C.14544277
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Digitally signed by
CROWLEY.ELAINE.C.1454427790
DN: c=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=WHIS,
cn=CROWLEY.ELAINE.C.1454427790
Date: 2014.04.15 12:17:34 -0400

COORDINATION SHEET

Board of Advisors to the Presidents of the Naval Postgraduate School
and the Naval War College – Charter Amendment and Membership
Balance Plan

Advisory Committee Management Officer (ACMO)

Digitally signed by
FREEMAN.JAMES.D.II.1043158844
DN: c=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=OSD,
cn=FREEMAN.JAMES.D.II.1043158844
Date: 2014.01.07 11:02:56 -0500

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)

